

DEPARTMENT OF PERSONNEL  
**Small Agency Assistance Unit**



**For information, contact:**

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Small Agency Assistance Unit  
<http://www.dop.wa.gov>





The Small Agency Assistance Unit also provides personnel services to the following non-cabinet agencies:

- Caseload Forecast Council
- County Road Administration Board
- Criminal Justice Training Commission
- Commission on Judicial Conduct
- Economic & Revenue Forecast Council
- Health Care Facilities Authority
- Home Care Quality Authority
- Human Rights Commission
- Historical Society, State
- Historical Society, Eastern Washington (Northwest Museum)
- Horse Racing Commission
- Law Enforcement Officers & Firefighters Plan 2 Board
- Public Disclosure Commission
- Public Employment Relations Commission
- Sentencing Guidelines Commission
- Tax Appeals Board
- Transportation Improvement Board
- Treasurer’s Office
- Volunteer Firefighters Board

Thank you for using the Small Agency Assistance Unit. Please call Beverley or Kari if you have any questions about our services.



The Small Agency Assistance Unit (SAAU) provides Human Resource services, consultation, and technical support to agencies that don’t have a full-time human resource consultant or manager. The staff of the Unit serves as the agency’s human resource consultant and advisor, and is located at the Department of Personnel.

The SAAU has approximately 41 client agencies with a combined employee population of about 800. Of the 41 client agencies, 21 serve on the Governor’s Small Agency Cabinet.

**Our services**

The Unit is staffed by Beverley Burdette (360.664.6339) and Kari Lade (360.664.6287). Beverley provides a wide variety of services to clients including, but not limited to:

**Human Resource WAC Rules (Civil Service Rules)**

Assisting agency employees and management with rule questions, as well as inquiries regarding DOP policies and procedures. Rule questions covering a wide range of topics such as leave, compensation, classification, recruitment, and many others.

**Job Classification or Reclassification Actions**

Advising agency management and staff on classification and pay matters, position establishments, and position reallocations. Agencies typically prepare the position descriptions, using a Position Description Form, and other paperwork and then submit them to DOP for approval.

**Recruitment**

Providing recruitment advice and assistance. Suggesting the best and most cost-efficient recruiting methods. Assisting with examination changes. Serving as agency liaison with other DOP staff and working collaboratively with clients and recruiters to facilitate recruitment issues. In consultation with recruiters, keeping agency advised on the status of recruitment efforts and providing guidance with the certification and appointment process.

**Layoff**

Advising agencies on layoff procedures, rules, and implementation. Assisting agencies with reviews and updates to their layoff plans and policies. Upon request, helping agencies to determine positions to be maintained or eliminated, and assisting in determining options for employees facing a layoff.

**Collective Bargaining Agreements (CBA)**

In consultation with the Labor Relations Small Agency Representative, providing guidance to managers and staff on the collective bargaining agreement that affects them. In consultation with the Labor Relations Office, assisting managers with grievance issues and procedures.



Appointments

Reviewing, processing, and making recommendations regarding various types of appointments; including permanent and nonpermanent, project, Washington Management Service (WMS), Exempts, etc. Agencies prepare and submit the necessary documents for their appointments.

Disciplinary Action

Helping answer questions regarding disciplinary actions. Making recommendations on appropriate actions. Referring agencies to their Assistant Attorney General for actions that may lead to causes for discipline.

Washington Management Service

Providing advice and technical assistance concerning WMS rules and policies. Offering advice and assistance with WMS salary setting and recruitment assistance.

DOP Director Meeting

In consultation with the Classification Consultant, providing advice and technical assistance with the preparation of items for the Director’s approval. Typical items include the establishment of new job classes or the revision of existing ones, for both classified and exempt jobs. The client agency typically prepares the item package with our guidance and represents itself at the Director’s meeting.

Using SAAU services

Because of the large number of client agencies, client agencies are asked to designate one or two individuals within their organization to coordinate HR activities and questions with the SAAU staff.

Most agencies that use the DOP SAAU are small and are designated by statute or other authority as a “separate” agency, board, or commission. Typically, when an agency has between 75-100 employees, it usually begins to consider—and often hires—its own human resource manager. When an agency hires its own full-time HR Manager, it ceases using the DOP SAAU because it then has its own internal HR expert. However, the agency still remains as a client within our account management model; small agencies are recognized as agencies with 150 or fewer employees.

Functions handled by the client agency

Some human resource functions are managed by client agencies. Some of those functions are:

- Maintaining employee and position files
- Scheduling training activities
- Preparing employee appointment letters
- Developing and maintaining safety programs
- Conducting agency orientation sessions

Items the SAAU refers to other DOP units or agencies

- Some diversity or affirmative action services.
- Labor relations matters for those agencies that are part of the state negotiated master agreement.
- Some sensitive issues or cases that require a legal opinion or may result in litigation are referred to an Assistant Attorney General or other expert.
- On occasions, agencies represent themselves, or are sometimes represented by an Assistant Attorney General, at the Personnel Resources Board. However, SAAU staff frequently provides guidance and assistance to the agency before the hearing date.

Cost

The services of the SAAU are included in the legislative appropriation to the Department of Personnel Revolving Fund. At this time, there is no additional charge to user agencies.

Small Cabinet Client Agencies

| Agencies using SAAU services  | Agencies with their own personnel staff and not using DOP’s SAAU   |
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| Accountancy Board<br>African American Affairs<br>Arts Commission<br>Archeology & Historic Preservation, Office of<br>Asian/Pacific American Affairs<br>Blind, Services for the<br>Conservation Commission<br>Environmental Hearings Office<br>Growth Management Hearings Boards (3) - Eastern, Central, and Western<br>Hispanic Affairs<br>Indeterminate Sentence Review Board<br>Indian Affairs, Gov’s Office of<br>OMWBE<br>Outdoor Recreation Committee<br>Personnel Appeals Board<br>Pollution Liability Insurance<br>Puget Sound Action Team<br>Traffic Safety Commission<br>Workforce Training & Education Coordinating Board | Administrative Hearings<br>Blind, School for the<br>Deaf, School for the<br>Industrial Insurance Appeals Board<br>Printing, Department of<br>Council for the Prevention of Child Abuse & Neglect (use DSHS Personnel Services) |